

Deputy Director, Governor's Office of Management and Budget (GOMB)

MISSION STATEMENT

GOMB prepares the Governor's annual state budget and advises the Governor on the availability of revenues and the allocation of those resources to agency programs. The Office also issues general obligations and Build Illinois bonds, manages the state's capital program, analyzes state agency programs and budgets and evaluates personnel and operating needs. The major areas of review are education, health and social services, public assistance, debt management, public safety, economic development and the environment.

JOB DESCRIPTION

GOMB is seeking to hire a Deputy Director. This position is a great opportunity for someone that is passionate about finance, public policy, and a desire to mentor newer staff for a career in public service. A Deputy Director, under the supervision of the Director of GOMB and Senior Deputy Director, is responsible for the following general duties:

- Serves as one of the Director's special and principal advisors regarding assigned Agencies' budgets, management plans, financial reporting initiatives, budget initiatives, and other key projects, programs, and issues with fiscal implications. Also advises the Director on statewide initiatives, policies, or programs, as appropriate.
- Oversees the budget development process for assigned agencies. Through and with subordinate analysts:
 - Identifies areas for management or fiscal improvement;
 - Examines and analyzes budget requests.
 - Negotiates, in conjunction with the Director, budget to be included in the final budget;
 - Oversees the preparation of budget documents for the Governor's Budget, including relevant sections of the budget book, briefing materials, and legislation, among others.
 - Oversees budget monitoring throughout the year for assigned agencies. Coordinates the development and monitoring of agency annual Management Plans, monthly expenditure and staffing plans, identifies issues that affect agencies' ability to stay within their monthly or annual budget allocation and evaluates corrective action plans, and reviews and makes recommendations on agency requests for two percent transfers and release of funds for capital expenditures.
- Serves as a liaison between assigned agencies and GOMB on all fiscal matters.
- Provides oversight and guidance to agency personnel and staff on agency appropriation bills and amendments, including attending and testifying at appropriation committee hearings, as appropriate and ensuring that key issues are raised to the Director or other appropriate people in a timely manner;
- Reviews and makes recommendations on agency proposed substantive legislation prior to introduction; monitors substantive legislation before the General Assembly and makes recommendations on GOMB position.
 - Represents the Director and the Department before the private sector, other State agencies and the General Assembly with regard to proposals for new or amendments of existing legislation that have a fiscal impact, testifies before legislative committees, as needed, to promote understanding and interpret the position of the Department regarding such legislation;
 - Makes recommendations for gubernatorial action on legislation pending before and passed by the General Assembly;
- Prepares and delivers written and oral presentations when necessary;
- Makes recommendations for staffing needs and participates in the hiring process, interviewing and recommending candidates for Director's consideration;
- Provides guidance and direction to subordinate staff; assigns, reviews, controls and projects subordinate workload; conducts performance evaluations; sets goals and objectives;
- Oversee the budgets for education agencies and/or capital and environmental agencies and work with the agencies on staffing and management issues,
- Work with staff on OMB audit related issues,
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Governor's Office of Management and Budget - Job Description

EDUCATION AND EXPERIENCE

Bachelor's degree and relevant work experience/certifications OR Master's degree in Public Administration, Business Administration, Economics, Finance, Accountancy or Public Policy or other related fields.

PREFERRED QUALIFICATIONS AND SKILLS (in order of significance):

- Experience in state or other governmental units in either budget/fiscal policy, education funding, public safety, or capital project planning/funding management.
 - A commitment to public sector involvement and to public policy issues, and an understanding of or willingness to learn the policy-making process;
 - Ability to conduct sound and detailed analyses from both a programmatic and fiscal perspective;
 - Ability to work in a high-paced, fluid environment, providing accurate information frequently on very short timelines;
 - Ability to handle multiple tasks, and projects;
 - Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff;
 - Strong oral and written communication skills; and
 - An enthusiastic approach to work, to develop appropriate areas for analysis, to identify potential problems before they form and to offer solutions.
- Experience and interest in mentoring new staff

WORK LOCATION

The GOMB Office is located in the William G. Stratton Building in Springfield, Illinois. The building and GOMB offices are ADA-accessible.

SALARY/COMPENSATION, BENEFITS, AND POSITION CLASSIFICATION

The starting salary range for this position is between \$100,000 and \$120,000 annual. Salary and position classification will be based on the level of experience when a job offer is made. Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

As a State of Illinois employee, you receive a comprehensive benefits package including:

- Competitive Group Insurance benefits including health, life, dental and vision plans
- 10-25 days of paid vacation time annually (10 days for first year of state employment)
- 12 days of paid sick time annually which carryover year to year
- 3 paid personal business days per year
- 13-14 paid holidays per year dependent on election years
- 10 weeks of paid maternity/paternity leave
- Pension plan through the State Employees Retirement System
- Deferred Compensation Program – voluntary supplemental retirement plan
- Optional pre-tax programs -Medical Care Assistance Plan (MCAP) & Dependent Care Assistant Plan (DCAP)

For more information regarding State of Illinois Benefits follow this link:

<https://www2.illinois.gov/cms/benefits/Pages/default.aspx>

Apply today to join the GOMB team!

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building

Springfield, IL 62706

Fax: 217-524-4876

Governor's Office of Management and Budget - Job Description

NON DISCRIMINATION POLICY

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates based on qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of their actual or perceived race, color, religion, national origin, ancestry, sex, age, sex, national origin, disability, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military status, or status as a disabled veteran or veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.